



CornerStone Partners
Data Analyst
Investment Operations & Risk Management Team

Job Summary

As a member of the Investment Operations and Risk Management team, the Data Analyst will be central to building and maintaining CornerStone's investment data operating model in support of institutional-grade analytics, transparency, and scalability. This position works directly with industry-leading technology solutions and AI-assisted workflows to automate the full life cycle of investment data - from ingestion and validation through reconciliation and reporting. The successful candidate is accountable, highly attentive to detail, is naturally curious, and has a strong problem-solving orientation.

The Analyst will report to the Director of Investment Operations and Risk Management and work closely with colleagues across client accounting and reporting, manager selection, and portfolio management teams to deliver high-quality investment data and analytics for nonprofit clients who rely on their investment portfolios to fund their missions.

This is a full-time position with a starting base salary range of \$75,000 - \$85,000. Benefits include an annual bonus, generous benefits package, including group health insurance, short- and long-term disability insurance, life insurance, and employer retirement plan contribution. This position requires the candidate to spend a minimum of 2 days per week with team members in CornerStone's Charlottesville office, with additional time in the office during the initial training period.

Core Responsibilities

Upon joining the team, the Analyst will have a broad range of responsibilities, including:

Data Ingestion & Validation

- Oversee extraction of alternative investment data, including NAVs and transaction details, from investment documents using internal tools and AI-assisted workflows
- Interpret, classify, and validate extracted data for accuracy and completeness
- Identify and resolve exceptions / edge cases in coordination with vendors and internal teams
- Support continuous improvement of data workflows, reducing manual effort and increasing reliability over time

Data Quality & System Integration

- Maintain mapping and delivery mechanisms for investment documents and data across systems
- Perform reconciliations across systems and lead timely investigation and resolution of discrepancies in NAVs, transactions, performance, and related data
- Develop expertise in performance analytics for alternative investments, especially private markets, through ongoing exposure to investment reporting

Data Operations & Reporting

- Maintain liquidity models for alternative investments and support liquidity waterfalls at the asset class and portfolio levels
- Evaluate prospective data providers to enrich investment data and improve portfolio monitoring capabilities
- Collaborate across teams to ensure data usability, scalability, and accuracy for reporting and portfolio monitoring needs

Required Skills/Abilities

- Exceptional attention to detail and a strong commitment to data quality
- Basic knowledge of alternative investment data and interest in private markets, financial data, and analytics
- Experience working with large datasets and multiple technology platforms or systems
- Ability to work both independently and collaboratively in a team environment
- Positive attitude, team-oriented mindset, and willingness to contribute to process improvement

Preferred Skills/Abilities

- Experience with accounting and performance reporting for alternative investments
- Familiarity with alternative investment data points such as NAV, capital calls, distributions, and liquidity terms
- Experience with platforms such as Caissa, Solovis, or Burgiss
- Comfort working with technology and tools such as Excel; familiarity with database and business intelligence tools such as Power BI or SQL is a plus
- Interest in workflow, automation, and data process improvement

Experience & Education

- 1-4+ years of relevant experience in investment operations, investment accounting, data operations, performance reporting, or a related field
- Experience in an institutional investment office preferred, such as an OCIO, endowment, foundation, or investment consultant
- Minimum BA, BS, or equivalent required

CornerStone Partners

CornerStone Partners, based in Charlottesville, Virginia, serves as the outsourced investment manager (OCIO) for nonprofit organizations. Our clients rely on the returns generated by their investment portfolios to fund their missions in areas such as health and education. The firm manages approximately \$29 billion (as of 12/31/2025) and is committed to maintaining a collaborative, growth-oriented, and mission-driven culture.

To Apply

Submit a resume and cover letter via our Careers page at www.cstonellc.com/careers. CornerStone is not able to sponsor employees who would require a visa to work in the U.S. Contact Susan Holtzman, HR Manager, with any questions about the position at careers@cstonellc.com.